

A hand holding a vintage-style compass against a blurred background of a road and trees. The compass is held in the foreground, and the background shows a road with a white line, trees with autumn foliage, and a building in the distance. The image is framed by a white curved line on the right side.

Organizing a Steering Committee

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HOPE Network Crowdsourcing
Workshop

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Review: Role of the Steering Committee



Provides high-level advising and guidance:
your crowdsourcing compass!

Advise on:

- Open call parameters (rules, target participants)
- Wording of the call-for-submissions
- Strategies for promotion
- Selection of judges
- Prize structure & finalists
- Dissemination strategies

...when lost, ask your committee!

Steering Committee vs. Organizing Committee?

Steering Committee

- “High level” advising
- Provides input on draft materials
- Monthly/bi-monthly meetings
- Members are external to the study team (besides the chairs)
- Final say in finalist decision-making and prize structure

Organizing Committee

- Oversees the “day-to-day” work of (promotions, collecting submissions, communications)
- Develops drafts of all materials
- Frequent meetings (weekly)
- Members drawn from within and outside study team
- Presents materials/results to the Steering Committee for input

Steering Committee Structure



- 8-12 members, chaired by a study team member
- Volunteer basis
- Regular meetings (1 hour, every 1-2 months)
- Updated on all open call milestones
- Opportunities to contribute (input, not just informed)

Identifying Committee Members

Consider: What kinds of expertise/viewpoints will help you the most with your topic/target audience?

Include:

- Key stakeholders
- Multiple fields and disciplines
- Diverse genders, geographic representation, under-represented groups
- People with lived experience
- People with PASSION!



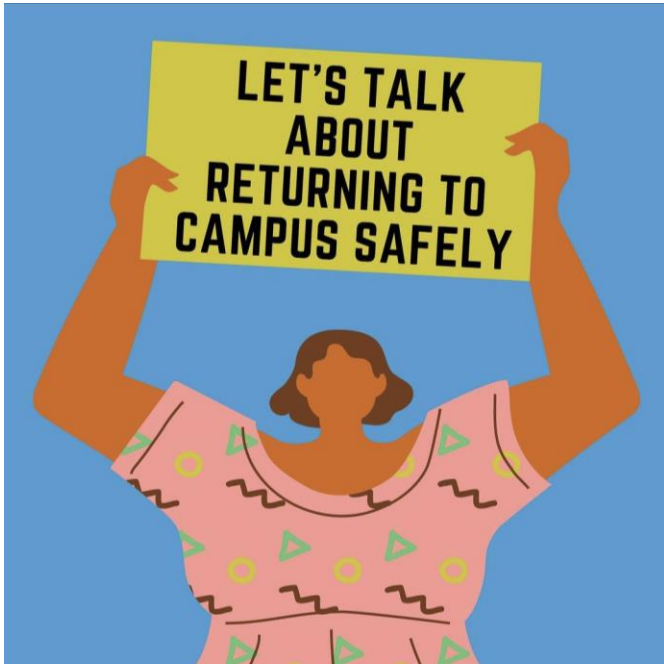
Hackathon to develop a mobile app for MSM

Image: SESH, CC-BY

Example: The Carolina Collective

Carolina
Collective

An open call for ideas to improve campus safety during
COVID-19



Committee members:

- Crowdsourcing experts
- Infectious disease and public health researchers
- Campus communication reps
- Student body presidents
- Faculty Executive Committee members
- Employee Forum Committee members

Where To Find Committee Members



Consider: Who do you work with already? Who do you want to form stronger ties with?

Potential sources:

- Prior collaborators
- Relevant CBOs
- Leaders in the field (inside & outside of academia)
- Community advocates/organizers
- Members of other advisory councils (e.g., community advisory boards)
- Organizers of previous open calls

Inviting Committee Members



Consider: What would volunteers need to know in order to consider your invitation?

Include:

- Topic and goals of the open call
- Describe the role of the committee
- Estimated time commitment (frequency & length of meetings; duration of involvement)
- Why you want them involved!

Questions/Discussion

- Whose advise would help you accomplish your goals?
- Where will you find your committee members?
- Any gaps in your team?

THANK YOU!

SESH: www.seshglobal.org and
www.crowdsourcingclinic.org

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Questions? Contact: suzanne.day@med.unc.edu

Thanks to the HOPE Network

